

INFORMATION TECHNOLOGY COMMITTEE

June 19, 2012

9:00 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Kim Winslow, Becky Taylor, Marie Wamsley, John Hastie, Jason Walter, and Mary Jean Ritchie

(1) **Call to Order:** The meeting was called to order at 9:00 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Boyle to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the May 14, 2012 meeting as presented. Voice vote, motion carried.

(5) **Purchase of a new computer for County Clerk's office:** A couple of months ago, Linda Bawden's computer was acting up and running extremely slow. Jason and Christine installed a rebuilt replacement computer for Linda. However, now the replacement computer is acting up. Now they have decided to purchase a new computer. The quote for a new computer tower from CDW-G is \$389.99. Motion by Boyle, second by Wamsley, to approve the purchase of the new computer for the County Clerk's office. Voice vote, motion carried.

(6) **Purchase of new computer, monitor, and external backup tape drive for Land Records:** Mary Jean Ritchie's current computer is from 2004, and it has been having problems, and it has also been fighting a virus. She is working with larger and larger files, but her computer can not support/store them. Jason got a quote from CDW-G for a new computer with dual hard drives, so that if one should go down, she can stay up and running. He also pumped up the other specs on the computer, to support the GIS and large files Mary Jean works with and it will also give her room for growth.

Mary Jean is also going to get a new larger monitor, so that she can better view the maps and information that she works with. The current monitor she has will be moved to the GIS server, which currently does not have a monitor. Whenever Mary Jean needs to view information on the GIS server, she has to disconnect a monitor from a different computer and hook it up to the server.

The final item to be purchased is an Iomega USB REV 120GB external backup tape drive. Mary Jean currently has 120 GB tapes that she uses to backup her system. She would like to continue using these tapes. However, the 120 GB drives are becoming obsolete. Christine Douglas was able to find one for \$500.

The final quote for all three of these items is \$3,784.00. Mary Jean has \$5,000.00 of grant money available for this purchase. Motion by Boyle, second by Wamsley, to approve the purchase of the computer, monitor, and external backup tape drive for \$3,784.00. Voice vote, motion carried.

(7) **Purchase of New Dragon Naturally Speaking Software for Rehab Department at the Hospital:** Marie advised that the Hospital is going to be eliminating the transcriptionist position for the Rehab department at the Hospital. This New Dragon Naturally Speaking Software will take the place of that transcriptionist position, and each of the Rehab employees will be using this software which will do the transcription for them. They

need 8 licenses at \$140.33 each, for a total of \$1,122.64. Motion by Boyle, second by Winslow, to approve the purchase of the software for \$1,122.64. Voice vote, motion carried.

(8) **Core Switch Replacement at the Courthouse:** Jason hasn't had time to focus on this yet due to taking care of other projects. But what Jason would like to do is purchase two new core switches at \$540 each to replace the switch we have now. He would like to purchase two, in case one would happen to get hit by lightning, he could immediately implement the second one.

Jason just needs to do a little more research on how the switches are set up, before he proceeds. This will be tabled to next I.T. meeting

(9) **County Software on a personal laptop of a Sheriff's Department Employee:** no one from the Sheriff's Department attended the meeting. A motion was made by Boyle, second by Wamsley, to request the attendance of a Sheriff's Department employee at the next I.T. meeting so that we can discuss this matter, and have the issue cleared up. Voice vote, motion carried.

(10) **Purchase of a new Firewall at the Courthouse:** Again, Jason hasn't had much time to focus on this project due to other projects. But Jason stated that he is going to work with David Chitwood from RWHC to implement a new firewall at the Hospital first. They currently have three different firewalls, and they want to merge them into one new one. With doing the Hospital's first, they can test all of the VPN's and VLAN's and see how everything works, and then Jason can work on implementing a new firewall at the Courthouse.

This will be tabled to the next I.T. meeting.

(11) **File Server issues at the Manor:** Jason has found that the active directory/file server at the Manor has been disconnected from the rest of the network for over 180 days. Since it has been disconnected from the rest of the network for so long, the other four active directory servers consider that server "dead" and can not read it, and any changes that have occurred on their server for the last 6 months has not been replicated to the other servers. Therefore, Jason needs to wipe out that server and reinstall everything. They will then have to go to every machine at the Manor, to make any necessary adjustments, because once he wipes the server and reinstalls, any changes made to any machines last 6 months (passwords, etc.) will have to be re-done.

Jason also questioned how this work should be charged out, if it should be charged to the Manor or Network Administration, and the committee felt that it should be charged to Network Administration.

(12) **Computer Inventory:** Jason and Christine are preparing to start the computer inventory. Jason advised that the Spiceworks program has gathered some information for them, but they will still need to physically review each individual workstation to determine which versions of software, antivirus, etc. they have. This will also help them determine how many legitimate Microsoft licenses they have, and see what programs may need to be removed or updated.

Ron asked Jason if he thought he could have 20% of the inventory done by the July meeting, so that departments could have an idea of what they may need to budget for in their 2013 budget. Jason thought that would be possible.

(13) **Mileage reimbursement for IT Personnel:** At the April I.T. meeting, we discussed reimbursing Jason and Christine for mileage going between the various outlying departments for service calls. With their schedules, they are unable to book a county car for a whole day, so they use their personal vehicles. It was unclear as to how they should keep track of their mileage. There were different suggestions, with the recommendation that Becky speak to the Finance Office to see which method they would prefer.

Becky discussed this with the Finance Office, and they felt the best method would be for Jason and Christine to fill out a monthly mileage sheet. A motion was made by Boyle, second by Winslow, to pay the I.T. personnel the current mileage reimbursement rate. Voice vote, motion carried.

(14) **IT Vouchers:** Kim presented two IT vouchers for June. The first voucher was \$935.93, which included the computer and monitor approved for the Highway at the last I.T. meeting and a new keyboard, printer adapter and a monitor for Human Services, and the monthly cell phone charges for Jason and Christine.

The second voucher was \$3,257.78. This included a hard drive and a monitor for the Sheriff's Department, hard drives for the Hospital, VPN work done by Jeff Hedley at the Manor, and the remainder of the WiscNet contract from March 1st – June 30th, 2012.

Motion by Wamsley, second by Boyle, to approve the two vouchers as presented. Voice vote, motion carried.

(15) **Future Agenda Items:** Core Switch replacement at the Courthouse
County Software on a personal laptop of a Sheriff's Dept employee
Purchase of a new Firewall at the Courthouse
Monthly Update / Computer Inventory

(16) **Next Meeting Date:** July 18, 2012 at 9:00 am

(17) **Adjournment:** Motion by Wamsley, second by Winslow, to adjourn the meeting at 9:54am. Voice vote, motion carried.